

**Brookfield Housing Authority**  
**3 Brooks Quarry Road**  
**Brookfield, CT 06804-1052**  
(203) 775-1403 Fax (203) 740 8714

**Thursday, September 16, 2021 – Meeting Minutes**  
Via Zoom

1.0 **Call to order:** *The meeting was called to order at 6:01 PM.*

**In Attendance:**

**Commissioners:**

*Michael Steele - Chairman, Howard Lasser - Treasurer,  
Masarrat Quasar – Secretary, Jo-Ann Gargiulo – Resident Commissioner.*

**Management:** *Gina Parisi, General Manager, Matt Fontaine, Controller DMC*

**Absent:**

*Pledge of Allegiance to the Flag was omitted due to circumstances.*

2.0 **Approval of June Minutes:**

*Jo-Ann made a motion to approve the minutes. Howard second it. Carried.*

3.0 **Treasurer’s Report:**

- *Annual Operating Budget submitted.*
- *No major problems, fewer expenses.*
- *Rent increase to reflect 1.3% SS COLA increase included in budget.*
- *Howard made motion to approve. Jo-Ann second. Carried.*
- *Michael to be authorized to sign BHA management plan.*
- *Howard made motion to approve. Jo-Ann second. Carried.*
- *Pre-Development Loan – Howard spoke with Steve Harding re Bond Commission of possibility to explore getting funding for BHA improvements.*

4.0 **Property Manager’s Report:**

*Attached.*

- *One correction to be made. Status of work orders should be 11 completed.*
- *One resident still approaching vendor after having been warned against this action has been advised that further interaction will be grounds for eviction.*

5.0 **Commissioner Reports and Updates:**

Chairman:

Sidewalk Project:

- A few units had drain water flowing into the porticos, Michael authorized contractor to put in new sumps.
- Paving is projected for 9/22.

Model Apartment Project:

- Professional needed to do storyboard, website, and as videographer to publicize Brooks Quarry. One person interviewed. Howard will look for a volunteer. Masarrat will reach out to an acquaintance who has capability.

Vice- Chairman:

Secretary:

Resident Commissioner:

- Notices sent to inside mailboxes re funding for internet savings.
- Board congratulated Jo-Ann on being sworn in as Resident Commissioner for another term.

6.0 **New Business:**

7.0 **Executive Session:**

8.0 **Adjourn:** Jo-Ann motioned to adjourn the meeting. Masarrat second it. Carried.

The meeting adjourned at 6:46 PM.

Respectfully submitted by Jo-Ann Gargiulo, Resident Commissioner

**Brookfield Housing Authority**  
**Profit & Loss**  
July through August 2021

	<u>Jul 21</u>	<u>Aug 21</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5930 Grant Revenue	0.00	33,725.00	33,725.00
5120 Rent Revenue	15,665.00	15,665.00	31,330.00
5121 Subsidy Revenue	1,929.00	1,929.00	3,858.00
Rental Income - Excess of Base	1,533.00	1,545.00	3,078.00
5220 Apartments - Vacancy	-1,358.00	-1,358.00	-2,716.00
5910 Laundry & Vending Revenue	0.00	358.75	358.75
3510 Sales & Service to tenants	992.00	992.00	1,984.00
Interest Income	9.91	9.54	19.45
<b>Total Income</b>	<u>18,770.91</u>	<u>52,866.29</u>	<u>71,637.20</u>
<b>Expense</b>			
<b>Administrative</b>			
6250 Other Renting Exp	105.17	105.17	210.34
6310 Office Salaries	2,026.83	3,053.50	5,080.33
6311-20 Telephone/AnswerService	340.05	365.94	705.99
6311 Office Supplies/Expense	1,681.87	114.60	1,796.47
6320 Management Fee	2,103.50	2,103.50	4,207.00
6340 Legal Expenses	0.00	325.00	325.00
6351 Bookkeeping/Accounting	288.75	288.75	577.50
6370 Bad Debts	556.00	339.00	895.00
<b>Total Administrative</b>	<u>7,102.17</u>	<u>6,695.46</u>	<u>13,797.63</u>
<b>Utilities</b>			
6420 Fuel Oil	0.00	19.68	19.68
6450 Electricity	523.89	533.60	1,057.49
6451 Water	675.00	825.00	1,500.00
6454 Cable	1,352.49	1,375.25	2,727.74
<b>Total Utilities</b>	<u>2,551.38</u>	<u>2,753.53</u>	<u>5,304.91</u>
<b>Repairs &amp; Maintenance</b>			
<b>Contracts</b>			
6520-20 Exterminating Contract	135.00	135.00	270.00
6520-30 Grounds Contract	1,416.66	1,416.66	2,833.32
6520-40 Repair Contract	812.00	1,764.00	2,576.00
6525 Trash Removal	556.42	556.42	1,112.84
6546 HVAC Contract/Repairs	251.18	251.18	502.36
<b>Total Contracts</b>	<u>3,171.26</u>	<u>4,123.26</u>	<u>7,294.52</u>
<b>Supplies</b>			
6515-40 Repair Material	482.75	605.32	1,088.07
<b>Total Supplies</b>	<u>482.75</u>	<u>605.32</u>	<u>1,088.07</u>
<b>Total Repairs &amp; Maintenance</b>	<u>3,654.01</u>	<u>4,728.58</u>	<u>8,382.59</u>
<b>Taxes &amp; Insurance</b>			
6711 Payroll Taxes	243.22	366.42	609.64
6720 Property Liability Insuran	1,425.17	1,425.17	2,850.34
6722 Worker's Comp. Insurance	60.81	91.60	152.41
6723 Health Insurance	95.43	315.90	411.33

**Brookfield Housing Authority**  
**Profit & Loss**  
**July through August 2021**

	<u>Jul 21</u>	<u>Aug 21</u>	<u>TOTAL</u>
Total Taxes & Insurance	1,824.63	2,199.09	4,023.72
Total Expense	<u>15,132.19</u>	<u>16,376.66</u>	<u>31,508.85</u>
Net Ordinary Income	3,638.72	36,489.63	40,128.35
Other Income/Expense			
Other Expense			
7026 Replacement Reserve	875.00	875.00	1,750.00
7027 Replacement Rsrv Offset	<u>-875.00</u>	<u>-875.00</u>	<u>-1,750.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>3,638.72</u></u>	<u><u>36,489.63</u></u>	<u><u>40,128.35</u></u>

**Brookfield Housing Authority**  
**Profit & Loss Budget vs. Actual**  
 July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5930 Grant Revenue	33,725.00		
5120 Rent Revenue	31,330.00	31,123.84	206.16
5121 Subsidy Revenue	3,858.00	2,182.50	1,675.50
Rental Income - Excess of Base	3,078.00	3,275.16	-197.16
5220 Apartments - Vacancy	-2,716.00	1,032.00	-3,748.00
5410 Revenue - Operating Int	0.00	20.66	-20.66
5910 Laundry & Vending Revenue	358.75	233.34	125.41
3510 Sales & Service to tenants	1,984.00	1,928.84	55.16
Interest Income	19.45		
<b>Total Income</b>	<u>71,637.20</u>	<u>39,796.34</u>	<u>31,840.86</u>
<b>Expense</b>			
<b>Administrative</b>			
6203 Conventions & Meetings	0.00	0.00	0.00
6210 Advertising & Marketing	0.00	0.00	0.00
6250 Other Renting Exp	210.34	210.34	0.00
6310 Office Salaries	5,080.33	4,953.00	127.33
6311-20 Telephone/AnswerService	705.99	307.66	398.33
6311 Office Supplies/Expense	1,796.47	1,935.84	-139.37
6320 Management Fee	4,207.00	4,207.00	0.00
6340 Legal Expenses	325.00	172.16	152.84
6350 Auditing Expenses	0.00	1,050.00	-1,050.00
6351 Bookkeeping/Accounting	577.50	577.50	0.00
6370 Bad Debts	895.00		
<b>Total Administrative</b>	<u>13,797.63</u>	<u>13,413.50</u>	<u>384.13</u>
<b>Utilities</b>			
6420 Fuel Oil	19.68	2.00	17.68
6450 Electricity	1,057.49	1,736.00	-678.51
6451 Water	1,500.00	1,153.16	346.84
6452 Gas	0.00	0.00	0.00
6453 Sewer	0.00	800.00	-800.00
6454 Cable	2,727.74	2,538.66	189.08
<b>Total Utilities</b>	<u>5,304.91</u>	<u>6,229.82</u>	<u>-924.91</u>
<b>Repairs &amp; Maintenance</b>			
<b>Contracts</b>			
6520-20 Exterminating Contract	270.00	270.00	0.00
6520-30 Grounds Contract	2,833.32	3,428.58	-595.26
6520-40 Repair Contract	2,576.00	6,832.84	-4,256.84
6525 Trash Removal	1,112.84	1,030.50	82.34
6546 HVAC Contract/Repairs	502.36	1,405.00	-902.64
6548 SnowRemoval Contract/Suppl	0.00	0.00	0.00
<b>Total Contracts</b>	<u>7,294.52</u>	<u>12,966.92</u>	<u>-5,672.40</u>
<b>Supplies</b>			

## Brookfield Housing Authority Profit & Loss Budget vs. Actual July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget
6515-40 Repair Material	1,088.07	1,208.66	-120.59
<b>Total Supplies</b>	<b>1,088.07</b>	<b>1,208.66</b>	<b>-120.59</b>
<b>Total Repairs &amp; Maintenance</b>	<b>8,382.59</b>	<b>14,175.58</b>	<b>-5,792.99</b>
<b>Taxes &amp; Insurance</b>			
6711 Payroll Taxes	609.64	630.16	-20.52
6720 Property Liability Insuran	2,850.34	2,984.00	-133.66
6722 Worker's Comp. Insurance	152.41	146.16	6.25
6723 Health Insurance	411.33	196.00	215.33
<b>Total Taxes &amp; Insurance</b>	<b>4,023.72</b>	<b>3,956.32</b>	<b>67.40</b>
<b>Total Expense</b>	<b>31,508.85</b>	<b>37,775.22</b>	<b>-6,266.37</b>
<b>Net Ordinary Income</b>	<b>40,128.35</b>	<b>2,021.12</b>	<b>38,107.23</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7026 Replacement Reserve	1,750.00	1,750.00	0.00
7027 Replacement Rsrv Offset	-1,750.00	-1,750.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>40,128.35</b>	<b>2,021.12</b>	<b>38,107.23</b>

## Brookfield Housing Authority Profit & Loss Budget vs. Actual July through August 2021

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5930 Grant Revenue	
5120 Rent Revenue	100.66%
5121 Subsidy Revenue	176.77%
Rental Income - Excess of Base	93.98%
5220 Apartments - Vacancy	-263.18%
5410 Revenue - Operating Int	0.0%
5910 Laundry & Vending Revenue	153.75%
3510 Sales & Service to tenants	102.86%
Interest Income	
<b>Total Income</b>	<b>180.01%</b>
<b>Expense</b>	
<b>Administrative</b>	
6203 Conventions & Meetings	0.0%
6210 Advertising & Marketing	0.0%
6250 Other Renting Exp	100.0%
6310 Office Salaries	102.57%
6311-20 Telephone/AnswerService	229.47%
6311 Office Supplies/Expense	92.8%
6320 Management Fee	100.0%
6340 Legal Expenses	188.78%
6350 Auditing Expenses	0.0%
6351 Bookkeeping/Accounting	100.0%
6370 Bad Debts	
<b>Total Administrative</b>	<b>102.86%</b>
<b>Utilities</b>	
6420 Fuel Oil	984.0%
6450 Electricity	60.92%
6451 Water	130.08%
6452 Gas	0.0%
6453 Sewer	0.0%
6454 Cable	107.45%
<b>Total Utilities</b>	<b>85.15%</b>
<b>Repairs &amp; Maintenance</b>	
<b>Contracts</b>	
6520-20 Exterminating Contract	100.0%
6520-30 Grounds Contract	82.64%
6520-40 Repair Contract	37.7%
6525 Trash Removal	107.99%
6546 HVAC Contract/Repairs	35.76%
6548 SnowRemoval Contract/Suppl	0.0%
<b>Total Contracts</b>	<b>56.26%</b>
<b>Supplies</b>	

**Brookfield Housing Authority**  
**Profit & Loss Budget vs. Actual**  
July through August 2021

	<u>% of Budget</u>
6515-40 Repair Material	90.02%
<b>Total Supplies</b>	<u>90.02%</u>
<b>Total Repairs &amp; Maintenance</b>	59.13%
<b>Taxes &amp; Insurance</b>	
6711 Payroll Taxes	96.74%
6720 Property Liability Insuran	95.52%
6722 Worker's Comp. Insurance	104.28%
6723 Health Insurance	209.86%
<b>Total Taxes &amp; Insurance</b>	<u>101.7%</u>
<b>Total Expense</b>	<u>83.41%</u>
<b>Net Ordinary Income</b>	1,985.45%
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7026 Replacement Reserve	100.0%
7027 Replacement Rsrv Offset	100.0%
<b>Total Other Expense</b>	<u>0.0%</u>
<b>Net Other Income</b>	0.0%
<b>Net Income</b>	<u><u>1,985.45%</u></u>

**Brookfield Housing Authority**

**Balance Sheet**

As of August 31, 2021

	<u>Jul 31, 21</u>	<u>Aug 31, 21</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1123 CHFA Sidewalk	100.00	85.00
1120 Checking 1610	101,147.40	99,803.12
1121 Security Deposits 3400	5,047.59	5,047.84
1122 BHA Grant 1545	45,063.42	45,063.42
Petty Cash	100.00	100.00
<b>Total Checking/Savings</b>	<u>151,458.41</u>	<u>150,099.38</u>
Accounts Receivable		
1130 Accounts Receivable	6,730.72	9,032.72
<b>Total Accounts Receivable</b>	<u>6,730.72</u>	<u>9,032.72</u>
Other Current Assets		
1200 Prepaid Expenses	3,168.38	2,812.03
Rehabilitation Funds Receivable	70,815.97	70,815.97
Unexpired Insurance	329.10	386.15
<b>Total Other Current Assets</b>	<u>74,313.45</u>	<u>74,014.15</u>
<b>Total Current Assets</b>	<u>232,502.58</u>	<u>233,146.25</u>
<b>Fixed Assets</b>		
1405 - Development Cost	1,112,596.92	1,112,596.92
1405 Capital Improvements	4,110.00	4,110.00
1410 Land	585,720.00	585,720.00
1415 Land Improvements	0.00	33,725.00
1490 Building Improvements	24,627.90	24,627.90
Furniture & Equipment	134,983.00	134,983.00
Capital Improvements	437,745.31	437,745.31
Rehab Program Expenditures	554,388.03	554,388.03
1495 Accumulated Depreciation	-999,871.03	-999,871.03
<b>Total Fixed Assets</b>	<u>1,854,300.13</u>	<u>1,888,025.13</u>
Other Assets		
RAP Subsidy Receivable	1,498.00	3,427.00
<b>Total Other Assets</b>	<u>1,498.00</u>	<u>3,427.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,088,300.71</u></u>	<u><u>2,124,598.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
2110 Accounts Payable	11,021.09	10,664.13
<b>Total Accounts Payable</b>	<u>11,021.09</u>	<u>10,664.13</u>
Other Current Liabilities		
2210 Deferred Grant Rev	70,815.97	70,815.97
2123 Accrued Expenses	3,517.02	3,682.02
2191 Security Deposit Payable	4,243.00	4,243.00
2210 Prepaid Rent	2,206.00	2,206.00
Sundry Accounts Payable	156,000.02	156,000.02

# Brookfield Housing Authority

## Balance Sheet

As of August 31, 2021

	<u>Jul 31, 21</u>	<u>Aug 31, 21</u>
Total Other Current Liabilities	236,782.01	236,947.01
Total Current Liabilities	<u>247,803.10</u>	<u>247,611.14</u>
Total Liabilities	247,803.10	247,611.14
Equity		
3132 Temp Restricted NA - State	1,979,851.57	1,979,851.57
3132 Temp Restricted NA - Town	374,890.00	374,890.00
Unrestricted NA	-517,882.68	-517,882.68
Net Income	<u>3,638.72</u>	<u>40,128.35</u>
Total Equity	<u>1,840,497.61</u>	<u>1,876,987.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,088,300.71</u></u></b>	<b><u><u>2,124,598.38</u></u></b>



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**PROJECTED ANNUAL OPERATING BUDGET**

**Asset Management - Multifamily Housing**

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End:	2022	Beginning:	07/01/2021
CHFA Number:	85011D	HUD Number:		No. of Units:	35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s):	E-135	Prepared By:	DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

LINE ITEM DESCRIPTION	Former SSHP Acct. #	HUD/CHFA Acct. #	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			2021 BUDGET	2021 ACTUAL*	VARIANCE	2022 ADJUST +/-	2022 BUDGET	\$ Per Unit	\$ Per Unit Month	% of GPI
1 Rent Revenue- Gross Potential (Tenant's Portion)	3100	5120	192,024	186,743	(5,281)	8,437	195,180	5,577	465	87.99%
2 Rental Income-Excess of Base	3100.1	5120.1	2,837	13,095	10,258	(3,195)	9,900	283	24	4.46%
3 Tenant Assistance Payments (HAP Receipts)		5121	0	0	0	0	0	0	0	0.00%
4 Tenant Assistance Payments (RAP Receipts)	2811	5121.1	0	0	0	0	0	0	0	0.00%
5 Tenant Assistance Payments (ERAP Receipts)		5121.2	18,456	19,651	1,195	(2,911)	16,740	478	40	7.55%
6 Tenant Assistance Payments - Congregate		5121.3	0	0	0	0	0	0	0	0.00%
7 Rent Revenue- Stores & Commercial		5140	0	0	0	0	0	0	0	0.00%
8 Rent Revenue- Garage & Parking	3300	5170	0	0	0	0	0	0	0	0.00%
9 Flexible Subsidy Revenue		5180	0	0	0	0	0	0	0	0.00%
10 Miscellaneous Rent Revenue	3120/3300	5190	0	0	0	0	0	0	0	0.00%
11 Excess Rent	3100.1	5191	0	0	0	0	0	0	0	0.00%
12 Excess Utilities	3110	5191.1	0	0	0	0	0	0	0	0.00%
13 Rent Revenue- Insurance		5192	0	0	0	0	0	0	0	0.00%
14 Special Claims Revenue	3220	5193	0	0	0	0	0	0	0	0.00%
15 Retained Excess Income		5194	0	0	0	0	0	0	0	0.00%
<b>16 Total Rent Revenue (GPI @ 100% Occupancy)</b>		<b>5100T</b>	<b>213,317</b>	<b>219,489</b>	<b>6,172</b>	<b>2,331</b>	<b>221,820</b>	<b>6,338</b>	<b>528</b>	<b>100.00%</b>
17 Apartments- Vacancy	3210	5220	6,314	21,323	15,009	(14,965)	6,358	182	15	2.87%
18 Stores & Commercial- Vacancy		5240	0	0	0	0	0	0	0	0.00%
19 Rental Concessions		5250	0	0	0	0	0	0	0	0.00%
20 Garage & Parking- Vacancy		5270	0	0	0	0	0	0	0	0.00%
21 Miscellaneous (other vacancy)		5290	0	0	0	0	0	0	0	0.00%
<b>22 Total Vacancies</b>		<b>5200T</b>	<b>6,314</b>	<b>21,323</b>	<b>15,009</b>	<b>(14,965)</b>	<b>6,358</b>	<b>182</b>	<b>15</b>	<b>2.87%</b>
<b>23 Net Rental Revenue (Rent Revenue Less Vacancy)</b>		<b>5125N</b>	<b>207,003</b>	<b>198,166</b>	<b>(8,837)</b>	<b>17,296</b>	<b>215,462</b>	<b>6,156</b>	<b>513</b>	<b>97.13%</b>
<b>24 Elderly &amp; Congregate Serv. Income (attach schedule)</b>		<b>5300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
25 Financial Revenue- Project Operations	3610	5410	132	124	(8)	0	124	4	0	0.06%
26 Revenue from Investments- Residual Receipts		5430	0	0	0	0	0	0	0	0.00%
27 Revenue from Investments- Replacement Reserves		5440	0	0	0	0	0	0	0	0.00%
28 Revenue from Investments- Miscellaneous		5490	0	0	0	0	0	0	0	0.00%
<b>29 Total Financial Revenue</b>		<b>5400T</b>	<b>132</b>	<b>124</b>	<b>(8)</b>	<b>0</b>	<b>124</b>	<b>4</b>	<b>0</b>	<b>0.06%</b>
30 Laundry & Vending Revenue	3620	5910	2,100	1,328	(772)	72	1,400	40	3	0.63%
31 NSF & Late Fees		5915	0	85	85	(85)	0	0	0	0.00%
32 Damages & Cleaning Fees		5930	0	0	0	0	0	0	0	0.00%
33 Forfeited Tenant Security Deposits		5940	0	0	0	0	0	0	0	0.00%
34 Sales & Service to Tenants (including Cable TV fees)	3510	5943	14,070	11,573	(2,497)	1,447	13,020	372	31	5.87%
35 Interest Reduction Payments		5945	0	0	0	0	0	0	0	0.00%
36 Grant Income-Capital Grant-Unrestricted		5980	0	0	0	0	0	0	0	0.00%
37 Grant Income-Capital Grant-Temporarily Restricted		5981	0	0	0	0	0	0	0	0.00%
38 Miscellaneous Revenue	6100	5990	0	4,092	4,092	(4,092)	0	0	0	0.00%
<b>39 Total Other Revenue</b>		<b>5900T</b>	<b>16,170</b>	<b>17,078</b>	<b>908</b>	<b>(2,658)</b>	<b>14,420</b>	<b>412</b>	<b>34</b>	<b>6.50%</b>
<b>40 TOTAL REVENUE</b>		<b>5000T</b>	<b>223,305</b>	<b>215,368</b>	<b>(7,937)</b>	<b>14,638</b>	<b>230,006</b>	<b>6,572</b>	<b>548</b>	<b>103.69%</b>
41 Conventions & Meetings	4153	6203	0	0	0	0	0	0	0	0.00%
42 Management Consultants		6204	0	0	0	0	0	0	0	0.00%
43 Advertising & Marketing		6210	600	0	(600)	600	600	17	1	0.27%
44 Apartment Resale Expenses (Coops)		6235	0	0	0	0	0	0	0	0.00%
45 Other Renting Expenses	4152	6250	1,298	1,262	(36)	0	1,262	36	3	0.57%
46 Office Salaries	4120	6310	32,661	30,075	(2,586)	2,586	32,661	933	78	14.72%
47 RSC DOH Grants Only		6310.1	0	0	0	0	0	0	0	0.00%
48 Office or Model Apartment Rent		6312	0	0	0	0	0	0	0	0.00%
49 Compensated Absences - Administrative Salaries	4120.1	6313	0	0	0	0	0	0	0	0.00%
50 Office Supplies	4151	6315	7,050	10,565	3,515	(5,465)	5,100	146	12	2.30%
51 Management Fee	4132	6320	25,242	25,242	0	0	25,242	721	60	11.38%
52 Manager or Superintendent Salaries		6330	0	0	0	0	0	0	0	0.00%
53 Administrative Rent Free Unit		6331	0	0	0	0	0	0	0	0.00%
54 Legal Expense (Project)	4130	6340	0	1,033	1,033	(1,033)	0	0	0	0.00%
55 Audit Expense		6350	6,300	6,300	0	450	6,750	193	16	3.04%
56 Bookkeeping Fees/Accounting Services	4131	6351	3,465	3,465	0	0	3,465	99	8	1.56%
57 Telephone & Answering Service		6360	3,300	2,661	(639)	0	2,661	76	6	1.20%
58 Bad Debts	4820	6370	0	362	362	(362)	0	0	0	0.00%
59 State Service Charge - Administrative	4716	6380	0	0	0	0	0	0	0	0.00%
60 Miscellaneous Administrative Expenses		6390	0	0	0	0	0	0	0	0.00%
<b>61 Total Administrative Expenses</b>		<b>6263T</b>	<b>79,916</b>	<b>80,965</b>	<b>1,049</b>	<b>(3,224)</b>	<b>77,741</b>	<b>2,221</b>	<b>185</b>	<b>35.05%</b>
62 Fuel Oil/ Coal	4340	6420	100	11	(89)	1	12	0	0	0.01%
63 Electricity	4320	6450	9,000	9,296	296	0	9,296	266	22	4.19%

**PROJECTED  
ANNUAL OPERATING BUDGET**

**Asset Management - Multifamily Housing**

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End:	2022	Beginning:	07/01/2021
CHFA Number:	85011D	HUD Number:		No. of Units:	35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s):	E-135	Prepared By:	DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

LINE ITEM DESCRIPTION	Former SSHP Acct. #	HUD/CHFA Acct. #	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			2021 BUDGET	2021 ACTUAL*	VARIANCE	2022 ADJUST +/-	2022 BUDGET	\$ Per Unit	\$ Per Unit Month	% of GPI
64 Water	4310	6451	4,920	6,919	1,999	81	7,000	200	17	3.16%
65 Gas	4330	6452	0	0	0	0	0	0	0	0.00%
66 Sewer	4360	6453	4,733	4,670	(63)	130	4,800	137	11	2.16%
67 Cable Television	4350	6454	14,931	15,232	301	992	16,224	464	39	7.31%
<b>68 Total Utilities Expense</b>		<b>6400T</b>	<b>33,684</b>	<b>36,128</b>	<b>2,444</b>	<b>1,204</b>	<b>37,332</b>	<b>1,067</b>	<b>89</b>	<b>16.83%</b>
69 Compensated Absences - Maintenance Wages	4410.1	6510.1	0	0	0	0	0	0	0	0.00%
70 Janitor & Cleaning Payroll	4410.2	6511	0	0	0	0	0	0	0	0.00%
71 Janitor and Cleaning Supplies		6516	0	0	0	0	0	0	0	0.00%
72 Janitor and Cleaning Contracts	4430.1	6517	0	0	0	0	0	0	0	0.00%
73 Exterminating Contracts	4430.2	6519	1,542	1,423	(119)	197	1,620	46	4	0.73%
74 Operating & Maintenance Rent Free Unit		6521	0	0	0	0	0	0	0	0.00%
75 Exterminating Supplies	4430	6522	0	0	0	0	0	0	0	0.00%
76 Garbage & Trash Removal	4710	6525	6,183	6,183	0	9	6,192	177	15	2.79%
77 Security Payroll/ Contracts	4430.3	6530	0	0	0	0	0	0	0	0.00%
78 Security Rent Free Unit		6531	0	0	0	0	0	0	0	0.00%
79 Grounds Payroll	4410.3	6535	0	0	0	0	0	0	0	0.00%
80 Grounds Supplies		6536	0	0	0	0	0	0	0	0.00%
81 Grounds Contracts	4430.4	6537	10,232	12,000	1,768	(1,766)	10,234	292	24	4.61%
82 Repairs Payroll	4410	6540	0	0	0	0	0	0	0	0.00%
83 Repairs Material	4420	6541	8,400	6,300	(2,100)	600	6,900	197	16	3.11%
84 Repairs Contracts	4430	6542	35,970	40,997	5,027	(802)	40,195	1,148	96	18.12%
85 Elevator Maintenance Contract	4430.5	6545	0	0	0	0	0	0	0	0.00%
86 Heating/Cooling Repairs & Maintenance		6546	6,000	7,076	1,076	124	7,200	206	17	3.25%
87 Swimming Pool Maintenance Contract	4430.6	6547	0	0	0	0	0	0	0	0.00%
88 Snow Removal		6548	8,750	8,315	(435)	(5)	8,310	237	20	3.75%
89 Decorating (Painting) Contract/Payroll		6560	0	0	0	0	0	0	0	0.00%
90 Decorating Supplies		6561	0	0	0	0	0	0	0	0.00%
91 Vehicle & Maint. Equip. Operation & Repair	4440	6570	0	0	0	0	0	0	0	0.00%
92 Miscellaneous Operating & Maintenance	6200	6590	0	0	0	0	0	0	0	0.00%
<b>93 Total Operating &amp; Maintenance Expenses</b>		<b>6500T</b>	<b>77,077</b>	<b>82,294</b>	<b>5,217</b>	<b>(1,643)</b>	<b>80,651</b>	<b>2,304</b>	<b>192</b>	<b>36.36%</b>
94 Real Estate Tax	4715	6710	0	0	0	0	0	0	0	0.00%
95 Payroll Taxes (project share)	4161	6711	3,919	3,781	(138)	138	3,919	112	9	1.77%
96 Miscellaneous Taxes, Licenses, Permits		6719	0	0	0	0	0	0	0	0.00%
97 Property & Liability Insurance	4711	6720	16,300	17,076	776	828	17,904	512	43	8.07%
98 Fidelity Bond Insurance		6721	0	0	0	0	0	0	0	0.00%
99 Workmen's Compensation		6722	930	877	(53)	103	980	28	2	0.44%
100 Health Insurance & Other Employee Benefits	4160	6723	980	692	(288)	288	980	28	2	0.44%
101 Pension Expense		6724	0	0	0	0	0	0	0	0.00%
102 Other Post-Employment Benefits Expense		6725	0	0	0	0	0	0	0	0.00%
103 Other Insurance		6729	0	0	0	0	0	0	0	0.00%
<b>104 Total Taxes &amp; Insurance</b>		<b>6700T</b>	<b>22,129</b>	<b>22,426</b>	<b>297</b>	<b>1,357</b>	<b>23,783</b>	<b>680</b>	<b>57</b>	<b>10.72%</b>
105 Elderly & Congregate Serv. Expense (attach schedule)		6900	0	0	0	0	0	0	0	0.00%
<b>106 TOTAL OPERATING EXPENSES (Before Depr. &amp; Interest)</b>		<b>6000T</b>	<b>212,806</b>	<b>221,813</b>	<b>9,007</b>	<b>(2,306)</b>	<b>219,507</b>	<b>6,272</b>	<b>523</b>	<b>98.96%</b>
<b>107 OPERATING INCOME (LOSS) (Before Depr. &amp; Interest)</b>		<b>5060T</b>	<b>10,499</b>	<b>(6,445)</b>	<b>(16,944)</b>	<b>16,945</b>	<b>10,500</b>	<b>300</b>	<b>25</b>	<b>4.73%</b>
108 Mortgage Principal & Interest- CHFA Debt		1001-BI	0	0	0	0	0	0	0	0.00%
109 Mortgage Principal & Interest- Other Debt		1002-BI	0	0	0	0	0	0	0	0.00%
110 Mortgage Insurance Premium/ Service Charges		6850-BI	0	0	0	0	0	0	0	0.00%
111 Miscellaneous Financial Expenses		6890-BI	0	0	0	0	0	0	0	0.00%
<b>112 Total Financial Expenditures</b>		<b>1000-BI</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
113 Replacement Reserve Deposits		1310-BI	10,500	10,500	0	0	10,500	300	25	4.73%
114 Operation & Maintenance Escrow Acct. Deposits		1320-BI	0	0	0	0	0	0	0	0.00%
115 Operating (Other) Reserve Deposits		1330-BI	0	0	0	0	0	0	0	0.00%
<b>116 CASH FLOW AFTER DEBT SERVICE</b>		<b>1300-BI</b>	<b>(1)</b>	<b>(16,945)</b>	<b>(16,944)</b>	<b>16,945</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0.00%</b>
117 Capital Improvements- Building (attach schedule)		1410-BI	0	0	0	0	0	0	0	0.00%
118 Capital Improvements- Equipment (attach schedule)		1420-BI	0	0	0	0	0	0	0	0.00%
119 Operation & Maintenance Escrow Acct. Releases		1430-BI	0	0	0	0	0	0	0	0.00%
120 Replacement Reserve Releases		1440-BI	0	0	0	0	0	0	0	0.00%
121 Operating Reserve Releases		1450-BI	0	0	0	0	0	0	0	0.00%
<b>122 Cash Flow Before Debt Service</b>			<b>(1)</b>	<b>(16,945)</b>	<b>(16,944)</b>	<b>16,945</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0.00%</b>
123 Debt Service Coverage Ratio (DSC)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

CHFA PORTFOLIO: Please complete the section below.

SSHP / DOH Portfolio: [Please click here to go to the signature page.](#)

The undersigned presents the enclosed estimates as reasonable and accurate projections of operating income and expenses for ensuing fiscal year.

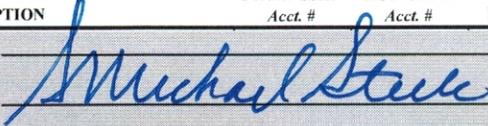
**PROJECTED  
ANNUAL OPERATING BUDGET**

**Asset Management - Multifamily Housing**

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End:	2022	Beginning:	07/01/2021
CHFA Number:	85011D	HUD Number:		No. of Units:	35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s):	E-135	Prepared By:	DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

LINE ITEM DESCRIPTION	Former SSHP Acct. #	HUD/CHFA Acct. #	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			2021 BUDGET	2021 ACTUAL*	VARIANCE	2022 ADJUST +/-	2022 BUDGET	S Per Unit	S Per Unit Month	% of GPI
Agent Signature:										
Owner Signature:						Date:	<u>9-17-2021</u>			
The undersigned acknowledges receipt of a completed "budget" from the stated development.										
Asset Manager:						Date:				